



## **LEGAL SECRETARY, SENIOR**

### **CHARACTERISTICS OF WORK:**

This is a professional senior-level position in which the incumbent provides principal legal secretarial support to an agency, department, board or institution. Incumbents perform difficult and responsible legal work, conducting research for opinions and briefs and performing other duties related to the assignment. The work involves frequent contact with various public and private officials for the purpose of exchanging non-routine information. Other duties include such tasks as composing and reviewing relatively technical correspondence, obtaining and presenting information, setting up and maintaining files and records, and typing briefs and resumes of conferences. The incumbent exercises a degree of confidentiality essential in the execution of administrative duties and in the performance of clerical functions requiring a high level of proficiency. Supervision may be exercised over a small clerical staff.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

Graduation from a standard four-year high school or equivalent (GED);

**AND**

#### **Experience:**

Eight (8) years of experience in work related to the described duties.

#### **Substitution Statement:**

Graduation from a standard four-year high school or equivalent (GED), related education, and related experience may be substituted on an equal basis.

### **PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Light Work:** May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; and use hands to finger, handle, or feel objects, tools, or controls. The incumbent is frequently required to reach with hands and arms. The incumbent is occasionally required to walk; stand; climb or balance; and stoop, kneel, crouch, or bend.

### **COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

### **PUBLIC SECTOR COMPETENCIES:**

**Integrity and Honesty:** Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

**Accountability:** Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

## **TECHNICAL COMPETENCIES:**

**Communication:** Shares information in writing and verbally.

Interacts effectively, in person, by telephone and in written correspondence with lawyers, clients, witnesses, court personnel, co-workers, and other business professionals. Presents oral and written information internally or externally using proper grammar, punctuation, and content. Appropriately documents information using tools such as: letters, e-mails, reports, memoranda, etc. Communicates information in a courteous manner without invoking anger. Is proficient in business English, spelling, and composition. Makes important telephone contacts.

**Legal Support:** Provides a variety of administrative and technical support for legal matters.

Maintains legal and confidential files and dockets ensuring accuracy and organization. Types correspondence, reports, and other legal documents. Researches information and compiles data for preparation of opinions, briefs, and/or special assignment materials.

**Technical Skills:** Is proficient with computers, software, and office technology applicable to position.

Define and identify basic computer hardware components. Identify and describe typical software and information systems typically encountered in the legal environment.

**ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Maintains legal and confidential files and dockets ensuring accuracy and organization.
2. Types non-technical, technical, and confidential correspondence, reports, and other legal documents, which may require taking and transcribing dictation.
3. Researches information and compiles data for preparation of opinions, briefs, and/or special assignment materials.
4. Acts as a liaison for attorney(s).
5. Performs routine office and receptionist duties.

**EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Composes correspondence and other material involving legal procedures and department or agency policies.

Makes arrangements for conferences and meetings.

Maintains legal and confidential files and dockets.

Prepares necessary affidavits, complaints, and indictment forms for prosecutions incident to fraudulent claims.

Prepares and/or answers subpoenas, deputy warrants, writs, and legal documents.

Prepares claims for probate and bankruptcies, receiverships, and administration of decedents' estates.

Prepares authorization for cancellation of enrolled warrants when satisfied.

Compiles data from cases, statutes, and departmental policies and procedures for preparation of opinions and briefs.

Examines files involving any matter referred to the agency and assists in the preparation of briefs thereon.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.